

# Indiana State Personnel Department

## Agency Human Resource Director

### RESPONSIBILITIES:

This is an opportunity to control, manage, and operate Human Resources for one or more State agency(s). This position works with critical components of policy setting, policy guidance and effective utilization of staff to accomplish statewide HR and agency goals and objectives. The position directly affects the efficient operation of assigned agency(s) by advising, directing and approving HR work practices, procedures and priorities.

The HR Director participates in goal setting state-wide and agency-wide, as well as changes with SPD and agency executive staff. He/she is also responsible for maintaining regular contact with SPD and agency executive staff to advise on items impacting HR and participate in strategic planning for statewide HR operations.

This position provides consultation and direction to agency management with regard to HR, operational procedures, strategic planning, policy setting, and business practices.

### SALARY:

Annual salary range from \$60,000 to \$72,000, commensurate depending on the qualifications of the successful candidate

### QUALIFICATIONS:

- Bachelors Degree
- 6-10 Years of progressive Human Resources management experience.
- Specialized knowledge of theories and principles/best practices of public sector human resource administration.
- Specialized knowledge of multi-location HR service deliver and HR shared service models of operation.
- Extensive knowledge of all state and federal laws applicable to the HR field and rules and regulations adopted by the Indiana State Personnel Department, the State Personnel Act, and formal civil service procedures.

### BENEFITS:

- Medical/Dental/Life/ Vision Insurance
- Generous accrued leave package
- State-funded & contributory retirement plans



Interested in applying and/or learning more about the position?

Contact Nicole Russell, Director of Talent Acquisition

**Email:** [nrussell@spd.IN.gov](mailto:nrussell@spd.IN.gov)

**Website:** [IN.gov/spd](http://IN.gov/spd)

Connect with the Indiana State Personnel Department!

